

Professional and Managerial Branch
Cultural Group
Recreation Series

SPORTS OPERATIONS SUPERVISOR

08/99 (CDH)

Summary

Under direction, establish, coordinate and control City wide athletic programs and special athletic events; act as Recreation Services Supervisor as required.

Typical Duties

Plan, develop, organize, implement, oversee and evaluate usage of various recreational facilities such as ball fields and sports courts for City recreational programs. Involves: developing schedules for facility usage in league and tournament play for seasonal sports and various age and gender groups; scheduling and explaining recreation programs to the public; acting as liaison with of public social, industrial and recreational organizations to promote and coordinate team practices, games and tournaments; coordinating state and federal agency participation to meet recreational needs of communities; representing the department as assigned on one or more State or Regional boards or associations; identifying and promoting special athletic events and overseeing their execution; planning and executing routine and special field maintenance and event preparation, such as: marking, dragging, general clean-up of fields, and scheduled maintenance and resurfacing of infields and courts; making decisions on grievances, appeals of league commissioners' or equivalent rulings, preparing and presenting position of Department before Park Board on such matters, and disciplinary actions, and acting as technical resource at hearing.

Prepare and administer annual budget to fund projected athletic programs and special events. Involves: estimating and assessing projected user fee revenues, and expenditures; projecting equipment and maintenance expenditure needs, requisitioning materials and supplies; recommending funding sources; promoting fund raising activities; monitoring progress of expenditures versus budget estimates and adjusting or recommending changes to meet budget constraints, working with internal sources and City offices to assure funding for approved activities; maintaining records of fees received and making or directing deposits to department account; preparing service contracts and recommending use of contract personnel to meet seasonal and special program needs; maintaining records such as permits, waivers, and rosters; preparing routine and special reports on events, incidents, and status of equipment and facilities.

Plan, develop, implement and coordinate recreation and social service programs, and provide administrative support services to a variety of targeted groups at an assigned large or complex recreation, youth and senior citizen site to ensure most effective use. Involves: arranging, improving, directing and evaluating recreation and social service programs, and administer support services; preparing, overseeing and auditing budgets

Supervise a group of assigned profession/managerial, general services, recreation or contract employees and volunteers. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates and volunteers to overcome difficulties encountered in performing duties; evaluating and reviewing performance; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting during temporary absences for supervisor, coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; logging activities, and preparing and submitting recurring or requested activity or status reports.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Recreation Management, Physical Education, Social Sciences or a related field; plus four (4) years progressive professional experience in coordinating or administering recreation program operations and facilities use, including two (2) years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: athletic event rules, regulations and tournament operation methods and procedures; materials and equipment for field and court maintenance. Considerable

knowledge of: various approaches to meeting known community and targeted group recreational needs; facilities and equipment used in a broad range of recreation activities. Good knowledge of fund raising and management techniques; administrative procedures and regulations governing operation of sports, recreational and social programs. Some knowledge of: theory and application of athletic, social and recreational programs and their impact on individual and group behavior.

Ability to: meet with and obtain cooperation of a wide variety of public/private organizations to promote athletic events, answer inquiries and respond to complaints; prepare complex facilities and maintenance scheduling to maximize facility utilization; formulate various programs, develop funding sources and allocate funds to meet program needs; coordinate various athletic programs and events, resolve disputes; oversee facility preparation and maintenance.

Skill in: safe operation and care of motor vehicles and medium size earth moving and soil treatment equipment.

Physical Requirements: Frequent walking over even surfaces. Occasional lifting, carrying, pushing or pulling moderately heavy objects, averaging up to fifty (50) pounds, to set up recreational or athletic equipment and materials, driving through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another State. Become Registered Member of one or more Amateur Athletic Organizations prior to completion of probationary period in order to represent department before assigned outside Boards and or Agencies.

Special Requirements: Subject to call back in unusual or unforeseen situations, and working flexible hours, weekends, holidays and extended hours as required.

Director of Personnel

Department Head

OFFICIAL